



Job Announcement

Title:	Executive Assistant (P/T)
Position Status:	Part-Time, Non-Exempt (Tues-Thurs, 9:00am-3:00pm)
Reports To:	CEO
Hiring Range:	\$21-\$27, hourly
Benefits:	Full benefits including three weeks of annual vacation, every other Friday off, paid health days, annual wellness week closure, paid family and medical leave, retirement match, health, dental and vision insurance, healthcare and dependent care flexible spending accounts, life insurance, disability benefits, comprehensive parenting benefits through Maven and a CWEE-issued laptop

Founded in 1982, the Center for Work Education and Employment (CWEE) is one of Denver's leading workforce and anti-poverty organizations. CWEE provides personal and professional support to address each career seeker's unique challenges and to facilitate a supportive path to long-term employment success. CWEE's mission is to foster personal and professional transformation for low-income families through confidence building, customized skills training, and career advancement. CWEE believes that regardless of personal situations and other barriers to employment, when an appropriate level of education and support is provided, individuals can and will succeed.

The values that drive CWEE's mission of helping individuals succeed also drive CWEE's approach to organizational management and employee development. CWEE embraces a culture of organizational learning and continuous quality improvement while centering trauma-informed care and wellness at all levels of the organization.

SUMMARY OF POSITION

The Executive Assistant provides administrative support to the CEO and executive team as well as CWEE's Board of Directors. This role maintains calendars, provides timely and courteous outreach to stakeholders, assists with project coordination and timelines, maintains updated files and records and supports the ongoing administrative needs for the executive team and Board of Directors.

CWEE is seeking an individual with demonstrated skills in scheduling, attention to detail, a high level of discretion, customer service and a commitment to the mission of CWEE.

ESSENTIAL RESPONSIBILITIES

Administrative (75% of time)

- Maintain calendars and schedule appointments on behalf of CWEE's executive leadership team
- Support creation and ongoing maintenance of organized and up to date electronic and physical files and records
- Process expense reports
- Assist with correspondence, reports and materials

Board of Directors Support (10% of time)

- Assist in organizing board and committee meetings, including scheduling, agenda and material preparation and meeting logistics
- Attend monthly board meetings and record meeting minutes for timely distribution
- Act as a liaison between the Board and CWEE regarding board policies and procedures

Project Coordination (10% of time)

- Assist in coordinating special projects and initiatives as directed
- Monitor project progress to ensure deliverables and timelines are met

Professional Growth and Wellness (5% of time)

- Regularly reflect on progress toward professional goals, both individually and with supervisor, identifying and following through on learning opportunities
- Identify opportunities to mitigate stress

JOB QUALIFICATIONS

- Demonstrated ability to provide detailed administrative support with a strong focus on customer service
- Exposure to human services, education, workforce development or related setting
- Ability to establish and maintain effective working relationships with all CWEE stakeholders
- Strong computer skills including web-based databases, internet research and intermediate knowledge of Microsoft Office Suite applications
- Ability to adopt a strengths-based and trauma-informed approach
- Ability to model appropriate dress and workplace conduct
- Strong written and oral communication skills with ability to proofread and prepare materials
- Deadline-oriented with ability to manage large amounts of data and create tracking systems

PERSONAL QUALIFICATIONS

- Commitment to CWEE's mission of providing long-term, durable self-sufficiency through quality employment
- Active contributor to a positive work culture built on ongoing learning, continuous improvement and attention to wellness
- High degree of discretion and confidentiality
- Excellent interpersonal and conflict resolution skills
- Strong, demonstrated critical thinking, organizing and problem-solving skills
- Ability to manage competing priorities, to troubleshoot and prioritize projects, meet deadlines, and manage workflow and workload
- Flexible, a team player with a commitment to personal and professional accountability
- Warm, persistent, nonjudgmental
- Strong self-awareness, confidence and integrity

WORK ENVIRONMENT

- Must be located in the State of Colorado by the agreed upon start date
- CWEE operates in a hybrid workplace model that balances the responsibilities of being a direct service organization with the benefits of a flexible work environment; the functions of this role require onsite presence at CWEE's offices located in Denver, Colorado
- Anticipated PT hours for this role are Tuesday/Wednesday/Thursday, in our central Denver office from 9:00am-3:00pm with potential for more hours in the future as dictated by organizational needs

TO APPLY

Send cover letter and resume to careers@cwee.org. Please indicate 'Executive Assistant' in the subject line. Materials will be reviewed and interviews scheduled as qualified applications are received.

NO PHONE CALLS, PLEASE.

CWEE is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to careers@cwee.org. Applicants of any and all backgrounds are encouraged to apply. CWEE is also dedicated to building a diverse and inclusive workplace. If you're excited about this role and your past experience doesn't align perfectly with the requirements in the job description, we encourage you to still apply. You might be the right candidate for this or other roles within the organization.

A criminal background check of 7 years is required and CWEE will consider for employment all qualified applicants with criminal histories in a manner consistent with applicable law.